

Get your work permit!

Are you under 18 and in need of a work permit?

Each school district is responsible for issuing work permits to all minors who reside in their district, including those who attend non-public schools, cyber charter schools, or are participating in a home education program.

Find your school district with your address here:

<http://munstats.pa.gov/Public/FindMunicipality.aspx>

Allegheny Valley School District

- A parent needs to accompany the student. If a parent can't come, then the office will send home necessary paperwork. The student must be present to sign the application in front of Patricia Cole of the main office.
- Documents required: birth certificate
- Contact: Patricia Cole 724-274-8100 | 501 Butler Road, Springdale, PA 15144

Baldwin-Whitehall School District

- Students should go to the security station in the front of the school building with a parent/guardian.
- Students should fill out/ sign the application onsite (between 7:00 - 3:00).
- Documents required: birth certificate/green card
- Contact: Caroline Babik cbabik@bwschools.net
- 4653 Clairton Boulevard, Pittsburgh, PA 15236

Clairton City School District

- The application is available online. Students should print out the application, fill it out, and have a parent/guardian sign it. Along with a copy the required documents (listed below), students should take the application into the school and drop off with security guard.
- Documents needed: Parent/guardian's ID, student's birth certificate, application
- Contact: Pam Totorice tortoricep@ccsdbears.org | 501 Waddell Avenue, Clairton, PA 15205

East Allegheny School District

- The application can be filled out online, then printed out and mailed with required documents (listed below). Following that, the work permit will be mailed back to the student.
- Documents needed: Application, birth certificate copy, social security card, parent driver's license
- Contact: Susan Litzinger at 412-824-9700 x 1500
- Mail to: East Allegheny High School, 1150 Jacks Run Road, North Versailles, PA 15137

Gateway School District

- Applications are in the main office at Gateway High School and can be picked up anytime M-F from 7:00-3:00.
- Once the applicant fills out the form, they must submit the application with required documents (listed below).
- Documents required: Certified copy of birth certificate, passport or baptismal certificate
- Contact: Christine Guinta cgiunta@gatewayk12.org
- 3000 Gateway Campus Boulevard, Monroeville, PA 15146

McKeesport School District

- Applications are available in the main office or online. Students can either print a copy and return it with a parent signature, or bring a parent to sign in-person.
- Documents needed: If enrolled at the middle/high school, application only. If not, birth certificate, proof of residency.
- Contact: 412-664-3650
- 1960 Eden Park Boulevard, McKeesport, PA 15132

Northgate School District

- Students should come in with a parent/guardian to fill out the application with a copy of their birth certificate.
- Students are to complete the application in the main office where the work permit will be immediately issued.
- Office hours are from 7:00 a.m. - 3:30 p.m. | Documents needed: Copy of birth certificate
- Contact: Eileen Shamonsky eshamonsky@northgatesd.net School: 412-732-3300 ext. 1000
- 598 Union Avenue, Pittsburgh, PA 15202

Is your District not listed? We can help!
Call 412-932-2950 or email
summer@partner4work.org

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Penn Hills School District

- Parents/guardians must visit the school or to call and provide all of the required application information in advance.
- Parents should sign/confirm their address upon arriving at the school. The student then must sign the application.
- Documents required: Parent/guardian's driver's license/ID with Penn Hills address; student's birth certificate.
- Contact: 412-793-7000 ext. 5208 or 5209
- 309 Collins Drive, Pittsburgh, PA 15235

Pittsburgh Public School District

- To receive permit, please email form and proof of birthdate to studentservices@pghschools.org with subject line: "Work Permit Request, Student Name & School"
- Document required: Application and proof of age (passport, driver's license, birth certificate)
- Contact: studentservices@pghschools.org
- 341 S Bellefield Avenue, Pittsburgh, PA 15213

Steel Valley School District

- Students must go to the high school office to complete application. If a parent doesn't accompany the student, then an assistant in the main office will complete the application and the student must take it home to be signed by a parent/guardian. Upon returning the completed application a permit will be issued.
- Documents required: Original birth certificate, passport or baptismal certificate with seal. NO COPIES.
- Contact: Ellen Kelly ekelly@steelvalleysd.org | 3113 Main Street, Munhall, PA 15120

Sto-Rox School District

- Student and parent/guardian must be present to receive a work permit. Students must bring a birth certificate or passport. Students not enrolled at Sto-Rox Jr/Sr High School must also provide proof of residency.
- Documents required: Birth certificate or passport. Proof of residency (if not enrolled in Sto-Rox Jr/Sr High School).
- Contact: Beth Harvey bharvey@srsd.k12.pa.us 412-771-3213 X 1000 | Hours: M-F 7:00-11:00 and 12:30 - 2:00.
- 1105 Valley Street, McKees Rocks PA 15136

West Mifflin School District

- The application is available in the main office. Students can either pick it up there, take it home, and bring it back signed or bring a parent/guardian to the office to sign in person.
- Documents required: None, if enrolled in West Mifflin district. Otherwise, birth certificate/proof of age are required.
- Contact: Denise Cubakovic CubakovicD@wmasd.org
- 91 Commonwealth Avenue, West Mifflin, PA 15122

Wilkinsburg School District

- Digital copies of required documents (listed below) should be emailed to Andria Lynch (lyncha@wilkinsburgschools.org). Once the documents are received, a work permit will be mailed to the student.
- Documents needed: Parent/guardian ID, student birth certificate and social security card
- Contact: Andria Lynch lyncha@wilkinsburgschools.org
- 718 Wallace Avenue, Pittsburgh, PA 15221

Woodland Hills School District

- Parent/guardian must be present and notify the security guard that they are for a work permit.
- Applications must be filled out and signed in-person and the work permit will be issued immediately.
- Documents needed: If enrolled in the Woodland Hills district, none. If not, birth certificate /proof of age required.
- Contact: 412-244-1100 ext 5112 or 5114 or 5130
- 2550 Greensburg Pike, Pittsburgh, PA 15221

District not listed? We can help!
Call 412-932-2950 or email
summer@partner4work.org